MISSION ESSENTIAL QUALIFICATIONS STANDARDS

OPERATIONS

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Handbook   2 August 2000
No. 350-1-3

Training
MISSION ESSENTIAL QUALIFICATIONS STANDARDS - OPERATIONS

FOR THE COMMANDER:

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DISTRIBUTION:
Spec

Ea MEPS

Summary. This revision reflects administrative changes only.

Applicability. This handbook applies to all Operations Section personnel in the military entrance processing stations (MEPS).

Suggested improvements. The proponent agency of this handbook is Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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*This handbook supersedes USMEPCOM Handbook 350-1-3, 28 December 1998.

1. Purpose
To provide MEPS personnel the mission essential qualification standards (MEQS) needed to become a more productive member of the qualified MEPS team.

2. Prescribing regulation
USMEPCOM Reg 350-1 (Command Training Program) prescribes the use of this handbook. Users may obtain this regulation from the USMEPCOM Electronic Pubs/Forms Library.

3. Minimum performance standards
The <u>MINIMUM</u> performance standards needed to do a task in a specified category will qualify the individual in the assigned task. To qualify for the task, the individual is required to answer all questions and perform all tasks in the specified category.

4. Task identifier number
A task identifier number identifies the MEPS section, the category series number, and the primary task/subtask number and title. An explanation of task identifier number digits are explained below.

    a. Explanation of task identifier number digits.

    (1) First digit (MEPS section). The first digit shows the MEPS section which the task falls under, see example below.

    <u>First Digit = MEPS Section</u>

    1xxx   Medical
    2xxx   MIRS
    3xxx   Operations
    4xxx   Testing
    5xxx   Support

    (2) Second digit (Category). The second digit identifies the category of training/testing. See the sample below.

    <u>Second Digit = Category</u>

    x**1**xx   Basic Knowledge
    x**2**xx   Job Knowledge
    x**3**xx   Task Certification

    (a) Basic Knowledge (1 series). This category contains the basic information the trainee is required to know. The references listed above the component paragraphs in this category will aid the trainee in self-study. See sample below.

3101 USMEPCOM's Mission

    References:

    a. AR 601-270
    b. USMEPCOM Reg 10-1
    c. USMEPCOM Memo, 14 August 1996, Red Carpet Program

1. Define the mission of United States Military Entrance Processing Command (USMEPCOM) and your MEPS?

2. Where is HQ USMEPCOM located?

   (b) Job Knowledge (2 series). This category contains information that will prepare individuals to understand the various functional areas within the MEPS. See sample below.

3201.1 *Explanation*

1-1. Explain the purpose of modular processing.

1-2. Explain the procedures for check-in and briefing of Army National Guard and Army Reserve shippers.

1-3. Explain the procedures for check-in, QC checks, and grouping of applicants requiring initial medical physicals.

   (c) Task Certification (3 series). This category contains the tasks required to ensure certification in the various functional areas. See sample below.

3301 *Demonstration*

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Perform a QC check on USMEPCOM Form 714A-E.

1-2. Perform a QC check on SF 88.

1-3. Perform a QC on SF 93.

1-4. Perform a QC check on DD Form 4/1 and 4/2.

Initials   Date

Task 3301 completed:

   (3) Third and fourth digits. The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The number of primary tasks will not exceed the number "99" (e.g. 22**99**). See sample of a primary task identifier number and its title below.

   Third and fourth Digits/Primary Task

   xx**01**/(Primary task title)

   (4) Fifth and sixth digits. The fifth and sixth digits following a decimal point are required only when the primary task has a subtask. A subtask is an extension of a primary task. See sample below.

Fifth and Sixth Digits/Subtask

xxxx.10 (Subtask title)

   b. **Component paragraphs.**   These are the paragraphs that are contained under the task identifier number. they consist of the tasks the trainee needs to know and/or demonstrate.

5. Training coordinator
Training coordinators are responsible for assisting section supervisors in administering the appropriate MEQS handbook. Tasks may include distributing the MEQS handbook, maintaining individual training folders, assisting trainees, and meeting with the section supervisors to ensure the program is updated as required.

6. Section supervisors
Section supervisors play an extremely important role in the success of the Command Training Program. If the supervisor administers MEQS with insight, he or she will find that the MEQS is a helpful tool that can fit into the overall training plan effectively. Supervisors will assign their personnel a specific task(s) to complete. The supervisor is responsible for tailoring MEQS to fit each section and the command's need. The supervisor should provide motivation to their personnel by assigning goals and following the trainees' progress.

7. Trainee
The trainee is responsible for complying with training schedules and following instructions from the supervisor and authorized trainers. He or she must become proficient in his or her assigned task(s) in a timely manner.

8. Cross training
There will be times when you will receive training in other areas of the MEPS to help fill manning shortages. For example, a medical technician may have to assist at the control desk, or a military processing clerk may have to conduct the ortho/neuro exercises. Instead of issuing the appropriate MEQS handbook, the supervisor, or authorized trainer, will provide copies of the tasks and Certification Sheet for that task(s). You need only cross train on those tasks necessary for the job. For example, a military processing clerk doing ortho/neuro exercises only needs to qualify on those applicable tasks on the Certification Sheet.

9. Periodic progress reviews
Section supervisors conduct periodic progress reviews throughout the year to ensure the individual is accomplishing his or her assigned task(s). Failure to meet progress goals are addressed through individual counseling sessions. Section supervisors will conduct periodic progress reviews.

10. Progress Summary Sheet
Supervisors, or authorized trainers, use the Progress Summary Sheet to annotate the dates the trainee satisfactorily completed the assigned task(s). The Progress Summary Sheet may also be used to document sustainment/refresher training.

11. Certification Sheet
After the trainee completes all assigned task(s), the supervisor completes the Certification Sheet. The supervisor forwards the Certification Sheet and the Progress Summary Sheet to the MEPS' training coordinator. MEPS' training coordinator (normally the first sergeant) files the sheets in the individual training file.

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BASIC KNOWLEDGE

3101 *USMEPCOM'S MISSION*

References:

a. AR 601-270
b. USMEPCOM Reg 10-1
c. USMEPCOM Memo, 14 August 1996, Red Carpet Program

1. Define the mission of USMEPCOM and your MEPS?

2. Where is HQ USMEPCOM located?

3. Where is your sector headquarters located?

4. Who is your sector commander?

5. Who is your sector Command Sergeant Major?

6. What is the Interservice Recruitment Committee's function?

7. What is the Midlevel Interservice Recruitment Committee's function?

8. Define modular and same day processing and give their purpose?

9. What is the Privacy Act and how does it relate to processing of applicants at your MEPS?

10. Describe your MEPS applicant dress code.

11. Explain the purpose and basic concepts of the Red Carpet Program.

12. Explain the relationship of USMEPCOM in the accession triad.

3102 *Quality Control*

References:

a. AR 601-270
b USMEPCOM Reg 25-3

    c. USMEPCOM Reg 601-4
    d. USMEPCOM Reg 601-23
    e. USMEPCOM Reg 611-1
    f. SMEPCOM Reg 611-3
    g. USMEPCOM Reg 680-1
    h. MEPS' Quality Control SOP

1. Explain the purpose of quality control (QC).

2. Explain the responsibilities of the following in the performance of QC:

    a. Control desk - Medical   f.   Preenlistment interview (PEI)
    b. Control desk - Operations   g. Test proctor
    c. Files room clerk   h. System support personnel
    d. Quality review process   i. Test administrator
    e. Packet breakdown   j. Transportation

3. Explain the purpose of the following MIRS products and their importance to QC:

    a. USMEPCOM PCN 714ADP - Processee/Enlistee Record
    b. USMEPCOM PCN ZHM093 - Prior Record Rostor
    c. USMEPCOM PCN ZHM121 - Mini-Database Query
    d. USMEPCOM PCN ZHM081 - Medical Rostor
    e. USMEPCOM PCN ZHM089 - Prior Service Verification/Projected DEP Purge
         Report
    f. USMEPCOM PCN ZHM103 - Purge Rostor

4. Define PAMDEHO in terms of MIRS and its purpose.

5. Define the following record identification types:

    a. 1   d. 4   g. 7
    b. 2e. 5
    c. 3   f. 6

6. Explain the purpose of the parental consent on DD Form 1966/4.

7. Explain when signature verification is required.

8. Define the following MIRS type codes:

    a. A   d. J
    b. B   e. K
    c. E   f. M

9. Define the following MIRS WKID status codes:

a. A	h. I	o. R
b. B	i. J	p. V
c. C	j. K	q. Z
d. D	k. L	
e. E	l. M	
f. G	m. N	
g. H	n. P	

10. Explain the purpose of the MEPS QRP.

3103 *Aptitude Testing*

References:

a. AR 601-270
b. USMEPCOM Reg 601-1
c. USMEPCOM Reg 601-23
d. USMEPCOM Reg 611-1
e. USMEPCOM Reg 680-1

1. Explain the purpose of Armed Services Vocational Aptitude Battery (ASVAB) testing.

2. Describe the two ASVAB testing programs.

3. What constitutes a "G" status?

4. What is the Department of Defense' qualifying ASVAB score for the following?

   a. Nonapplicants.
   b. Nonprior Service applicants.
   c. Prior Service applicants.
   d. Mobilization applicants.

5. Explain the validation period of the ASVAB test.

6. Explain the time requirement for retesting, initial and retests.

7. Explain the purpose of mobile examining team (MET) sites and how many sites your MEPS is responsible for.

8. Describe the purpose of special purpose tests and under what conditions they are given.

9. Describe the affect an invalid test has on applicant processing.

10. Describe the events leading to a test control officer (TCO) interview and the affects on applicant processing.

11. Describe the responsibilities of the test proctor and under what conditions they are required.

12. Describe the purpose and importance of USMEPCOM Form 714A-E (Request for Examination).

13. Explain the ASVAB retesting policy.

3104 *Medical Examination*

References:

a. AR 601-270
b. USMEPCOM Reg 40-1
c. USMEPCOM Reg 40-8

1. Explain the purpose of medical examinations.

2. Describe the basic components of a full physical examination.

3. Explain the validation period of a MEPS physical.

4.   Describe the components of a physical inspection.

5. Explain when a physical inspection is required.

6. Describe some conditions which would prevent applicants from being authorized physical examinations.

7. Explain which applicants are required to have drug and alcohol testing?

8. Explain the purpose of the parental consent on DD Form 1966/4 and when it is required.

9. Explain the purpose of medical prescreening and when it is required.

3105 *Operational Processing*

References:

a. AR 601-270
b. USMEPCOM Reg 601-1
c. USMEPCOM Reg 601-23
d. USMEPCOM Reg 680-1

1. Explain the function of the Operations Section.

2. Explain the purpose and responsibilities of the following:

   a. Control desk.
   b. Files room.
   c. MIRS.
   d. Packet breakdown.
   e. PEI.
   f. System support personnel (SSP).
   g. Transportation.

3. Explain the proper utilization of USMEPCOM Form 727-E (Processing List).

4. Explain the purpose of record retrievals and social security numbers (SSNs) pulls.

5. Explain which Uniform Code of Military Justice (UCMJ) articles are required to be read to applicants prior to entering the Delayed Entry Program (DEP).

6. Explain the procedures for removing files from the files room.

7. Explain the cut-off times for applicant processing through the Operations Section.

8. Describe the Reserve shippers briefing given by control desk personnel.

JOB KNOWLEDGE

3201 *Control Desk*

References:

a. AR 601-270
b. USMEPCOM Reg 601-1
c. USMEPCOM Reg 601-23
d. USMEPCOM Reg 680-1

3201.1 *Explanation*

1-1. Explain the purpose of modular processing.

1-2. Explain the procedures for the check-in and briefing of the Army National Guard and Army Reserve shippers.

1-3. Explain the procedures for check-in, QC checks, and grouping of applicants requiring initial medical physicals.

1-4. Explain the procedures for check-in, QC checks, and processing applicants requiring medical inspections.

1-5. Explain the procedures and QC requirements for processing other MEPS processors.

1-6. Explain the procedures for check-in, QC checks, and processing shipper applicants requiring medical inspects.

1-7. Explain the QC requirements and procedures for processing applicants completing initial medical physicals and inspections, from the time applicants check-in from the Medical Section through the time they swear-in to the DEP.

1-8. Explain the QC requirements and procedures for processing shipper applicants, completing shipper medical inspections, from the time the applicants check-in from the Medical Section through the time they depart to the airport.

1-9. Explain the procedures and QC requirements for processing very important person and health care professional processors.

1-10. Explain the procedures for the tracking of applicants throughout the MEPS using MIRS and the USMEPCOM Form 727-E.

1-11. Explain the procedures for processing walk-in applicants, arriving late, and those who do not receive a wake up call at the contract facility.

1-12. Explain the procedures for processing applicants who were tested with no photo identification, requires a TCO interview, and assume MIRS is not operable.

1-13. Explain the procedures for checking in and welcoming visitors to the MEPS.

1-14. Explain the Command's applicant dress code policy and what you do when you observe a violation?

1-15. Explain the procedures for conducting swear-in briefings.

1-16. Explain the procedures for conducting swear-ins.

1-17. Explain how we verify that the separation briefing was conducted.

3201.2 *Components*

For each component listed below:

a. What is its purpose?
b. What is the control desk required QC?
c. What are the recruiting commands required actions?
d. What is the MEPS responsibility?

	a	b	c	d
2-1. DD Form 4/1	X	X	X	X
2-2. DD Form 4/2	X	X	X	X
2-3. DDForm4/3	X	X	X	X
2-4. DD Form 93	X	X	X	X
2-5. DD Form 1966/1	X	X	X	X
2-6. DD Form 1966/4	X	X	X	X
2-7. DD Form 2246	X	X	X	X

	a	b	c	d
2-8. DD Form 2280	X	X	X	X
2-9. Medical documents	X	X	X	X
2-10. USMEPCOM Form 601-23-2-E	X	X	X	X
2-11. USMEPCOM Form 714A-E	X	X	X	X
2-12. USMEPCOM Form 727-E	X	X	X	X
2-13. USMEPCOM PCN 714-E	X	X	X	X
2-14. Standard Form 88	X	X	X	X
2-15. Standard Form 93	X	X	X	X
2-16. Check-in/out Screen (7A01-01)	X	X	X	X
2-17. Applicant Location Roster Screen	X	X	X	X
2-18. Packet/Form Charge in/out Screen	X	X	X	X
2-19. ZHM 126, Overdue Packet Roster	X	X	X	X
2-20. Projected Workload Screen (TP08)	X	X	X	X
2-21. Actual Workload Screen (TP09-1)	X	X	X	X
2-22. Process Results Screen (CR01)	X	X	X	X

3201.3 *Linkage*

3-1. Explain how the control desk interfaces with applicant processing.

3-2. Explain how the control desk interfaces with the Command's QC program.

3-3. Explain how the control desk interfaces with the ASVAB testing.

3-4. Explain how the control desk interfaces with other MEPS and the host computer.

3-5. Explain how the control desk interfaces with the recruiting commands' mission.

3-6. Explain how the control desk interfaces with the Medical and Testing sections.

3-7. Explain how the control desk interfaces with Operations Section's PAI, PEI, packet break-down, files room, transportation, commander's brief, fingerprinting, military processing clerks (MPCs), and system support personnel/computer assistant sections.

3-8. Explain the commander's Red Carpet Program briefing.

3-9. Explain how the control desk provides input to service requests for extension time.

3201.4 *Special Conditions*

4-1. Explain the procedures for processing applicants whose ASVAB test scores have not been delivered to or processed by the Testing Section.

4-2. Explain the procedures for processing applicants arriving at the MEPS late.

4-3. Explain the procedures for processing applicants requiring a TCO interview and initial physical examination the same day.

3201.5 *Safety Precautions*

5-1. Explain the safety precautions of handling intoxicated or hostile applicants.

3202 *Military Processing Clerk*

References:

a. AR 601-270
b. USMEPCOM Reg 601-1
c. USMEPCOM Reg 601-23
d. USMEPCOM Reg 680-1

3202.1 *Explanation*

1-1. Explain the function of the military processing clerk (MPC).

1-2. Explain the procedures for typing a shipper order using the personal computer.

1-3. Explain the procedures for typing a shipper order manually.

1-4. Explain the procedures for typing a DD Form 93.

1-5. Explain the procedures for typing a DD Form 4/3.

1-6. Explain the purpose of the personal interview.

1-7. Explain the QC check required on an applicant file during the PEI/PAI process.

3202.2 *Components*

For each component listed below:

a. What is its purpose?
b. What QC checks are preformed?
c. What are the MEPS' responsibilities?
d. What are the recruiting commands' responsibilities?

		a	b	c	d
2-1.	DD Form 4/3	X	X	X	X
2-2.	DD Form 93	X	X	X	X
2-3.	DD Form 1966	X	X	X	X
2-4.	Shipper orders	X	X	X	X

3202.3 *Linkage*

3-1. Explain how the MPCs interface with the control desk.

3-2. Explain how the MPCs interface with the transportation section.

3-3. Explain how the MPCs interface with the packet breakdown section.

3-4. Explain how the typing of DD Form 4/3 interfaces with the MIRS and host computer.

3-5. Explain how the typing of orders interfaces with the MIRS and host computer.

3-6. Explain how the typing of DD Form 93 interfaces with National Guard and Army Reserve applicants

3-7. Explain how the typing of DD Form 4/3 and shipper orders interface with applicant processing.

3202.4 *Special Conditions*

    4-1. Explain the procedures taken when an applicant is accessed and is required to be held overnight.

    4-2. Explain the procedures taken when an applicant is accessed and refuses to ship.

3202.5 *Safety Precautions*

    5-1. None to be discussed.

3203 *Files Room*

    References:

    a. AR 610-270
    b. USMEPCOM Reg 601-1
    c. USMEPCOM Reg 601-23

3203.1 *Explanation*

    1-1. Explain the procedures for processing file requests from a Service liaison.

    1-2. Explain the procedures for distribution, quality control, and initial count from projection, hold-over, and walk-in USMEPCOM Form 727-E.

    1-3. Explain the procedures for completing a SSN-pull request.

    1-4. Explain the procedures for requesting an applicant file from another MEPS.

    1-5. Explain the procedures for sending an applicant file to another MEPS.

    1-6. Explain the procedures and QC requirements for receiving applicant files from enlistment processing, Medical and Testing sections, and other MEPS.

    1-7. Explain the procedures and QC requirements for purging applicant files.

    1-8. Explain the procedures for checking applicant files out of the files room.

1-9. Explain the security requirements for the files room and safeguarding applicant files.

1-10. What two access rosters are required (posted) at the entrance(s) to the files room.

3203.2 _Components_

For each component listed below:

a. What is its purpose?
b. How is it used?
c. What quality control checks does it require?
d. What is the recruiting commands' requirements?
e. What is its disposition?
f.   What is the time requirements for its completion?

	a	b	c	d	e	f
2-1. DA Form 200 (Transmittal Record)	X	X		X	X	X
2-2. DA Form 543 (Request for Records)	X	X	X		X	X
2-3. Optional Form 24 (Shelf File Charge-Out Record)	X	X	X		X	X
2-4. Standard Form 88	X	X	X		X	X
2-5. Standard Form 93	X	X	X		X	X
2-6. USMEPCOM Form 601-23-2-E (Records Flag)	X	X	X		X	X
2-7. USMEPCOM Form 680-2-R	X	X	X		X	X
2-8. USMEPCOM Form 714A-E	X	X	X		X	X
2-9. USMEPCOM Form 727-E	X	X	X		X	X
2-10. USMEPCOM Form 714A-E	X	X	X	X		X
2-11. USMEPCOM PCN ZHM082 - DEP-In Roster	X		X		X	X	X
2-12. USMEPCOM PCN ZHM083 - DEP Discharge Roster	X	X	X		X	X
2-13. USMEPCOM PCN ZHM084 - Accession Roster	X	X	X		X	X
2-14. USMEPCOM PCN ZHM089 - Prior Service Verification/Projected DEP Purge Report	X	X	X		X	X
2-15. USMEPCOM PCN ZHM103 - Purge Roster	X	X	X		X	X
2-16. USMEPCOM PCN ZHM121 - Mini-Data Base Query	X	X	X		X	X

3203.3 *Linkage*

    3-1. Explain how the files room interfaces with applicant processing.

    3-2. Explain how the files room interfaces with the recruiting commands' mission.

    3-3. Explain how the files room interfaces with daily projections.

    3-4. Explain how the files room interfaces with enlistment processing, Testing and Medical sections, and liaison offices.

    3-5. Explain how the files room interfaces with other MEPS processors.

    3-6. Explain how the files room interfaces with the Command's QC program.

    3-7. Explain how the safeguarding of applicant files interface with the Privacy Act of 1974.

3203.4 *Special Conditions*

    4-1. Explain the procedures for locating missing/misfiled applicant files.

3203.5 *Safety Precautions*

    5-1. None to be discussed.

3204 *Fingerprinting*

    References:

    a. AR 601-270
    b. USMEPCOM Reg 601-23
    c. USMEPCOM Reg 680-1

3204.1 *Explanation*

    1-1. Explain the purpose of fingerprinting applicants.

    1-2. Explain the QC checks required to be preformed on fingerprint cards.

1-3. Explain the reasons that fingerprint cards may be rebutted.

1-4. Explain the preliminaries for fingerprinting applicants.

1-5. Explain the procedures for fingerprinting applicants.

3204.2 _Component_s

For each component listed below:

a. What is its purpose?
b. What is the required quantity?
c. What QC actions are required?
d. When is it used?

	a	b	c	d
2-1. DD Form 2280	X	X	X	X
2-2. SF 86	X	X	X	X
2-3. Applicant Fingerprint Card	X	X	X	X
2-4. Prior Service Fingerprint Card	X	X	X	
2-5. Retabs	X	X	X	X
2-6. Inked Fingerprinting Video Tape	X		X	
2-7. FD 258	X		X	X
2-8. USMEPCOM PCN ZHM001	X		X	X
2-9. USMEPCOM PCN ZHM003	X		X	X

3204.3 _Linkage_

3-1. Explain how fingerprinting applicants interface with applicant processing.

3-2. Explain how fingerprinting nonapplicants interface with applicant processing

3-3. Explain how fingerprinting interfaces with the FBI.

3-4. Explain how fingerprinting applicants interfaces with the Commands QC program.

3204.4 *Special Conditions*

    4-1. Explain the procedures for fingerprinting applicants with finger disorders.

    4-2. Explain the procedures for fingerprinting applicants with shallow and dry fingerprints.

3204.5 *Safety Precautions*

    5-1. None to be discussed.

3205 *Packet Breakdown*

    References:

    a. AR 601-270
    b. USMEPCOM Reg 601-23

3205.1 *Explanation*

    1-1. Explain the purpose of packet breakdown.

    1-2. Explain the procedures for packet breakdown of Army Reserve, Army, Navy, Marine
       Corps, National Guard, and Coast Guard records.

    1-3. Explain the procedures for packaging shipper records.

    1-4. Explain the distribution of completed packs.

    1-5. Explain the time requirements for breaking down applicant files.

    1-6. Explain the required suspense in mailing Army Reserve/National Guard packets.

3205.2 *Components*

    For each component listed below:

    a. What is its purpose?
    b   How is it used?
    c. What is its distribution?
    d. What QC checks are required?

	a	b	c	d
2-1. DD Form 4/1	X	X	X	X
2-2. DD Form 4/2	X	X	X	X
2-3. DD Form 4/3	X	X	X	X
2-4. DD Form 93	X	X	X	X
2-5. DD Form 1966/1	X		X	X
2-6. DD Form 1966/2	X		X	X
2-7. DD Form 1966/3	X		X	X
2-8. DD Form 1966/4	X		X	X
2-9. Medical documents	X		X	X
2-10. Service annexes	X		X	X
2-11. Personal documents	X		X	X
2-12. Orders	X	X	X	X
2-13. Carbons	X		X	X

3205.3 *Linkage*

3-1. Explain how packet breakdown interfaces with applicant processing.

3-2. Explain how packet breakdown interfaces with the recruiting Services.

3-3. Explain how packet breakdown interfaces with theMPC setting.

3-4. Explain how packet breakdown interfaces with the transportation unit.

3-5. Explain how packet breakdown interfaces with shipper reception stations.

3205.4 *Special Conditions*

4-1. None to be discussed.

3205.5 *Safety Precautions*

    5-1. None to be discussed.

3206 *Preaccession/Preenlistment Interviews*

    References:

    a. AR 601-270
    b. USMEPCOM Reg 601-23
    c. USMEPCOM Reg 680-1

3206.1 *Explanation*

    1-1. Explain the purpose of the preaccession interview (PAI).

    1-2. Explain the purpose of the preenlistment interview (PEI).

    1-3. Explain the QC requirements during the PAI and PEI interviews.

    1-4. Explain the procedures for conducting pre-accession and pre-enlistment interviews.

    1-5. Explain the purpose of ENTNAC submissions and the procedures for processing
        favorable and unfavorable results.

3206.2 *Components*

    For each component listed below:

    a. What is its purpose?
    b. How is it used?
    c. What is the interviewers required QC checks?
    d. What are the recruiting commands required action?
    e. What is its disposition?

	a	b	c	d	e
2-1. DD Form 4/1	X	X	X	X	X
2-2. DD Form 4/2	X	X	X	X	X
2-3. DD Form 93	X	X	X	X	X
2-4. DD Form 1966/1	X	X	X	X	X

	a	b	c	d	e
2-5. DD Form 1966/2	X	X	X	X	X
2-6. DD Form 1966/3	X	X	X	X	X
2-7. DD Form 1966/4	X	X	X	X	X
2-8. USMEPCOM PCN 714-E	X	X	X		X
2-9. USMEPCOM Form 714A-E	X	X	X	X	X
2-10. USMEPCOM Form 601-23-E	X	X	X	X	X
2-11. Standard Form 88	X	X	X		X
2-12. Standard Form 93	X	X	X		X

3206.3 _Linkage_

3-1. Explain how PAI and PEI interfaces with applicant processing.

3-2. Explain how PAI and PEI interfaces with the MIRS, Medical Section, and Testing Section.

3-3. Explain how PAI and PEI interfaces with the Command's QC program.

3-4. Explain how PAI and PEI interfaces with the recruiting commands.

3206.4 _Special Conditions_

4-1. Explain the conditions that constitute recruiter malpractice.

4-2. Explain the procedures for initiating a recruiter malpractice.

3206.5 _Safety Precautions_

5-1. None to be discussed.

3207 Transportation Agent

References:

a. USMEPCOM Reg 55-2
b. DOD 4500.9-R

3207.1 *Appointments*

    1-1. Define the role of the acting transportation officer (ATO), the contracting officer representative (COR), and the transportation agent (TA) in the enlistee transportation process.

    1-2. State the qualifications for the ATO, COR, TA.

    1-3. State the purpose of an appointment order in the TA's position.

3207.2 *Inventories*

    2-1. State the occasions when inventories of accountable and controlled forms must take place.

    2-2. State who must perform the inventories of accountable and controlled forms.

3207.3 *Accountable Forms/Registers*

    3-1. Standard Form 1169 (Government Transportation Request).

        a. Describe the purpose of the GTR.

        b. State the occasions for use of the GTR.

        c. Describe the proper procedures for completing and issuing a GTR.

        d. State which USMEPCOM form will be utilized to account for GTR.

        e. Describe the proper way to account for GTRs utilizing the proper USMEPCOM form.

        f. State the proper stock level of GTRs to keep on hand at the MEPS.

    3-2. Department of Defense Form 652 (Meal Tickets).

        a. Explain the purpose of the meal tickets.

        b. State the occasions for the use of meal tickets.

        c. Explain the proper procedures for completing and issuing meal tickets.

        d. State which USMEPCOM form will be utilized to account for meal tickets.

        e. Describe the proper way to account for meal tickets utilizing the proper USMEPCOM form.

        f. State the proper stock level of meal tickets to keep on hand at the MEPS.

3-3. Bulk tickets and tokens.

    a. Describe the purpose of bulk tickets and tokens.

    b. State the occasions for use of bulk tickets and tokens.

    c. Explain the proper procedures for issuing bulk tickets and tokens.

    d. State which USMEPCOM form will be utilized to account for bulk tickets and tokens.

    e. Explain the proper way to account for bulk tickets and tokens utilizing the proper USMEPCOM form.

    f. State the proper stock level of bulk tickets and tokens to keep on hand at the MEPS.

3-4. Ordering and storage of accountable forms.

    a. Explain the proper method of ordering accountable forms.

    b. State the minimum acceptable storage container for accountable transportation forms.

    c. Describe the proper method of ordering and returning accountable and controlled forms.

    d. Describe the procedures for reporting lost accountable and controlled forms.

    e. Describe the procedure for turning in excess accountable/controlled forms.

    f. Describe the procedures for disposition of spoiled or canceled GTRs and meal tickets.

3207.4 *Passenger Standing Route Orders*

4-1. Describe the purpose of the passenger standing route orders (PSROs).

4-2. State how and when PSROs are issued to the MEPS.

4-3. Describe the proper distribution of PSROs.

4-4. State the importance of the PSRO special instructions and how they are used.

3207.5 *Diversions*

5-1. Describe the purpose of diversions.

5-2. State who must be contacted when a diversion is made.

5-3. State what factors must be taken into account when making a diversion.

3207.6 _Holdovers_

6-1. Explain the purpose of a holdover.

6-2. State what factors must be taken into account when deciding to holdover a shipper.

3207.7 _Reservations_

7-1. Explain the purpose of the USMEPCOM Form 727-E (Processing List).

7-2. Explain the purpose of blocking seats with the airlines.

7-3. Explain what actions to take prior to blocking seat(s).

7-4. Explain when the blocking of seats should be done.

7-5. Explain the actions to take if the Services cancel shippers they had previously projected.

7-6. Explain why seat blocking should be done through airline military desks.

3207.8 _Transportation Briefing_

8-1. Describe the areas of transportation that must be briefed to the shippers.

8-2. Describe the proper method of issuing accountable forms/tickets to applicants.

8-3. State the maximum number of applicants that may be assigned to a group.

8-4. State what information must be provided to the shippers as handouts.

8-5. State the criteria for selecting a group leader.

3207.9 *Outside Agencies*

9-1. Military Traffic Management Command (MTMC).

a. State the mission of the MTMC.

b. State the information applicants should be given concerning MTMC.

c. State the occasions on which MTMC should contacted and by whom.

9-2. Commercial Travel Office (CTO).

a. Describe a CTO.

b. Explain remote ticketing.

9-3. Airlines.

a. State your points of contact at the various airlines who serve your MEPS.

b. State what information you must provide to these airlines.

9-4. Ground transportation companies.

a. State your points of contact at the various ground transportation companies that serve your MEPS and the reception stations to which you are shipping applicants.

b. State when confirmation numbers need to be obtained from ground transportation companies.

3207.10 *Enlistee Travel Times*

10-1. State policy for enlistee travel hours.

CERTIFICATION

3301 *Control Desk*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3201

3301.1 *Demonstration*

<div align="right">
Place a ✓ mark or
your initials as you
complete a subtask
</div>

1-1. Perform a QC check on USMEPCOM Form 714A-E.

1-2. Perform a QC check on SF 88.

1-3. Perform a QC check on SF 93.

1-4. Perform a QC check on DD Forms 4/1 and 4/2.

1-5. Perform a QC check on DD Form 4/3.

1-6. Perform a QC check on DD Form 93.

1-7. Perform a QC check on DD Form 1966/1.

1-8. Perform a QC check on DD Form 1966/4.

1-9.   Perform a QC check on DD Form 1966/6.

1-10. Perform a QC check on DD Form 2246.

1-11. Perform a QC check on SF 86.

1-12. Perform a QC check on USMEPCOM Form 601-23-E.

1-13. Perform a QC check on medical documents.

1-14. Perform a QC check on USMEPCOM PCN 714ADP.

1-15. Check in applicants requiring a medical inspection.

1-16. Check in and group applicants requiring an initial physical
         examinations.

1-17. Conduct a SSN verification.

1-18. Conduct a signature verification.

1-19. Check in and direct shippers and applicants returning from the
         Medical Section and properly annotate USMEPCOM Form
         Form 727-E.

1-20. Check in and direct shippers and applicants returning from
         Service liaisons.

Place a ✓ mark or
your initials as you
complete a subtask

1-21. Check in and direct shippers and applicants complete with
       MPC processing.

1-22. Check in and process shippers and applicants arriving late
       to the MEPS.

1-23. Conduct the swear-in briefing.

1-24   Conduct the swear-in ceremony.

1-25. Check in visitors to the MEPS.

1-26   Ensure applicants comply with the Command's dress code.

1-27. Reproduce and distribute an applicant's test scores.

1-28. Track an applicant's processing throughout the MEPS.

1-29. Enter stop processing codes on USMEPCOM Form 727-E.

1-30. Perform a reconciliation of USMEPCOM Form 727-E with
        the Service.

1-31. Perform a reconciliation with the MIRS.

1-32. Conduct the Army Reserve and National Guard briefing.

	Initials	Date
Task 3301 completed:		

3302 *Military Processing Clerk*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3202

3302.1 _Demonstration_

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct a personal interview.

1-2. Prepare a DD Form 4/3.

1-3. Prepare a DD Form 93.

1-4. Prepare a shipper order using personal a computer.

1-5. Prepare a shipper order using a typewriter.

1-6. Perform a QC check and verification on DD Form 1966.

1-7. Perform a QC check on DD Form 4/3.

1-8. Perform a QC check on DD Form 93.

1-9. Perform a QC on a shipper pack for completeness.

1-10. Perform a QC on a National Guard and Reserve pack for completeness.

Initials   Date

Task 3302 completed: _____

3303 _Files Room_

Estimated completion time: 6 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3203

3303.1 _Demonstration_

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Perform a QC on an initial ASVAB test records from the Testing section.

1-2. Perform a QC on ASVAB retesting records from the Testing Section.

Place a ✓ mark or
your initials as you
complete a subtask

1-3. Perform a QC on initial physical records from the Medical Section.

1-4. Perform a QC on a physical inspect record from the Medical Section.

1-5. Perform a QC on a DEP discharge file from the MIRS.

1-6. Perform a QC on a DEP and accession prints from the MIRS.

1-7. Perform a QC check on a DEP-in applicant file.

1-8. Process a record request from a Service liaison.

1-9. Request a SSN-pull from the MIRS.

1-10. Request an applicant's records from another MEPS.

1-11. Receive, QC, and process an applicant's records from another MEPS.

1-12. Process a request from another MEPS for an applicant's records.

1-13. Send an applicant's records to another MEPS.

1-14. Breakdown and distribute USMEPCOM Forms 727-E.

1-15. Pull a projected, holdover, and walk-in applicant record.

1-16. Perform a QC on a projected, holdover, and walk-in applicant record.

1-17. Complete a daily count from projections and holdovers.

1-18. Complete a daily count sheet for applicants processing.

1-19. Purge an applicant's record using USMEPCOM PCN ZHM103.

1-20. Distribute a applicant's DEP record.

1-21. Check out an applicant's record to the Medical and Testing sections.

                                                                Initials   Date

                                Task 3303 completed: _____

3304 *Fingerprinting*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3203

3304.1 <u>Demonstration</u>

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Perform a QC on a fingerprint card information.

1-2. Perform a QC on fingerprints.

1-3. Fingerprint an applicant.

1-4. Refingerprint applicant using retabs.

1-5. Watch "Inked Fingerprinting" video tape.

1-6. Review a returned fingerprint card.

Initials   Date

Task 3304 completed: _____

3305 *Packet Breakdown*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3201

3305.1 <u>Demonstration</u>

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Breakdown an Army shipper record.

Place a ✓ mark or
your initials as you
complete a subtask

1-2. Breakdown a Navy shipper record.

1-3. Breakdown an Air Force shipper record.

1-4. Breakdown a Marine Corps shipper record.

1-5. Breakdown Army Reserve shipper records.

1-6. Breakdown an Army National Guard record.

1-7. Breakdown a Coast Guard shipper record.

1-8. Package a shipper record for transportation.

1-9. Distribute an Army shipper record.

1-10. Distribute a Navy shipper record.

1-11. Distribute an Air Force shipper record.

1-12. Distribute a Marine Corps shipper record.

1-13. Distribute an Army Reserve shipper record.

1-14. Distribute an Army National Guard shipper record.

1-15. Distribute a Coast Guard shipper record.

Initials   Date

Task 3305 completed: _____

3306 *Preaccession and Preenlistment Interviews*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3206

3306.1 *Demonstration*

<div align="right">Place a ✓ mark or
your initials as you
complete a subtask</div>

1-1. Perform a QC check on an applicant's record.

1-2. Conduct a preaccession interview.

1-3. Conduct a preenlistment interview.

1-4. Process a favorable ENTNAC report.

1-5. Complete a USMEPCOM Form 601-23-E.

1-6. Clear and process a USMEPCOM Form 601-23-E.

<div align="right">Initials   Date</div>

Task 3306 completed: _____

3307 *Transportation Agent*

Estimated completion time: 3 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 3101 through 3105
Duties: 3207

3307.1 *Demontration*

<div align="right">Place a ✓ mark or
your initials as you
complete a subtask</div>

1-1. Demonstrate the proper method of reading a PSRO.

1-2. Demonstrate the proper method of collecting shipper projections.

1-3. Demonstrate the proper method for seat blocking.

1-4. Demonstrate the correct method of generating a USMEPCOM
       Form 727-E.

1-5. Confirm a shipper's airline reservation.

Place a ✓ mark or
your initials as you
complete a subtask

1-6. Demonstrate the proper method of performing a diversion.

1-7. Complete a QC check for a meal ticket.

1-8. Log a meal ticket on USMEPCOM Form 55-2-1-R (Meal Ticket
       Register).

1-9. Complete and quality check a GTR.

1-10. Log a GTR on USMEPCOM Form 55-2-R (GTR Register).

1-11. Conduct a travel briefing under instruction.

1-12. Issue an accountable form/ticket under instruction.

1-13. Demonstrate proper method of assembling a group leader
        packet.

1-14. Select a group leader under instruction.

                                              Initial   Date

                          Task 3307 completed: _____

PROGRESS SUMMARY SHEET

Page ___ of page

NAME:_____GRADE/RANK:_____

BASIC KNOWLEDGE   **DATE COMPLETED**

3101 USMEPCOM's Mission

3102 Quality Control

3103 Aptitude Testing

3104 Medical Examination

3105 Operational Processing

JOB KNOWLEDGE

3201 Control Desk

3202 Military Personnel Clerk

3203 Files Room

3204 Fingerprinting

3205 Packet Breakdown

3206 Preaccession/Preenlistment Interviews

3207 Transportation Agent

CERTIFICATION SHEET

NAME _____ GRADE/RANK

The individual named above, has satisfactorily completed the task(s) in the following MEQS areas shown below.

	Date	Initials
3301 Control Desk	_____/	
3302 Military Processing Clerk	_____/	
3303 File Room	_____/	
3304 Fingerprinting	_____/	
3305 Packet Breakdown	_____/	
3306 Preacession/Preacession Interviews	_____/	
3307 Transportation Agent	_____/	

CERTIFICATION: The individual above has satisfactorily performed the task(s), orally and/or in writing, in the areas indicated above. The supporting Progress Summary Sheet is attached.

_____/
Supervisor's signature   Date